



HELPER ROLES – Non-Committee positions

These roles are non-committee positions and a brief description of the responsibilities and main duties are listed below. **We are always seeking volunteers so if you would be interested in taking on any of these roles, even if the position is filled at the moment, please get in touch with Andy Lintern, the Workforce Development Coordinator.**

Role	Responsibilities and Main Duties
Welfare Officer	To be responsible for the implementation of good practice and child protection policies within Derventio Excel; To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document); To maintain, administer and manage the completion of the CRB check forms; To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA; To ensure Swimline is promoted by the leaflet on the notice boards; To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop; To ensure volunteers (other than teachers and coaches) within DX are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
Membership Secretary	To record all members names, addresses, date of birth, etc on a database/spreadsheet; Issue selection letters as directed by the Head Coach and Assistant Coach; Issue Induction Pack to new swimmers; Record the receipt of Compliance documentation eg Code of Conduct, Photography consent forms etc; Maintain a database of all swimmers details taken from the Membership form; Put procedures in place to ensure that up to date information is held on the database; Maintain a database of disability swimmers taken from Membership form; Issue a membership card to each swimmer; Update medical conditions on an annual basis; Register ASA Membership forms with the ASA; Inform Treasurer of new members to enable collection of correct fees; Issue regular membership reports to the Management Committee
Competitions Secretary	To distribute, collect and submit entry forms for competitions as instructed by the Head Coach; Distribute entry forms for competitions to both squads; Ensure timely collection of completed entry forms for submission to the promoter; Keep record of entries; Collect and bank fees; Liaise with Team Manager on swimmer attendance; Organise refunds if applicable; Follow and promote the ASA Child Protection policy
Schools Liaison	To play a vital role in establishing links with local schools and organisations; Source, establish and develop sustainable links with local schools; Manage and promote squad links with identified schools; Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable) to develop a relationship so that the Squad supports the swimmer at school and the school will support the swimmer's training programme; Distribute information as required to Schools

DERVENTIO EXCEL SWIM SQUAD



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Lead Team Manager	To manage the swimmers at competitions and training camps; Ensure that arrangements are made for the transport of teams to open meets where appropriate; Ensure that the team is taken to the appropriate venue; Ensure that swimmers report in good time for each event; Ensure that swimmers' behaviour is controlled; Ensure swimmers are accounted for at events/swim camp; Promote team spirit; To follow and promote the ASA Child Protection policy
Kit Orders	Procure clothing for DX kit; collate and place orders
Newsletter	Produce a periodic newsletter for members
Press Releases	Produce editorials from information supplied by Head Coach
Website Maintenance	Maintain and update the website on a regular basis